

**AF Wide Dormitory Furnishings**  
**BPA's FA4452-11-A-0001 thru FA4452-11-A-0007**  
**Inspection/Acceptance Checklist**

CONTRACTOR'S NAME: \_\_\_\_\_ BPA NUMBER: \_\_\_\_\_

**Place an "X" in the appropriate column using the definitions matrix below.**

	<b>The Lead BPA Contractor:</b>	<b>E</b>	<b>VG</b>	<b>S</b>	<b>M</b>	<b>U</b>	<b>N/A</b>
1.	All items were delivered by dates required by BPA call schedule						
2.	Partial delivery (list enclosed) was completed as scheduled						
3.	Installation of furniture and furnishings was completed IAW BPA call						
4.	All assembly was completed properly						
5.	All items are delivered as specified in the BPA call.						
6.	Provided POC and installation schedule to Accepting Government Representative at least 5 days prior to installation						
7.	Product warranty info was provided to Accepting Government Representative						
8.	Removal of old furniture was completed as specified in BPA call						
9.	All electric, exhaust, duct work, water, and drain hookups were completed as specified in BPA call. Operational testing confirmed working properly.						
10.	All art hanging was completed as specified in BPA call						
11.	All drapery installation was completed as specified in BPA call						
12.	Permanent markings were included on all furniture and furnishings with manufacturer name, contract number, month and year delivered						
13.	Keys and base passes were returned to Accepting Government Representative upon final delivery						
14.	All damage to Government facilities was repaired/replaced						
15.	All trash/packaging materials/debris was removed as required						
16.	Resolved all issues with Contract Teaming Arrangements (CTA)						
17.	Cooperated with Government personnel after award						

**COMMENTS:**

The Accepting Government Representative for this project is:

Inspected ☐ Accepted ☐ DATE: \_\_\_\_\_

Print Name: \_\_\_\_\_

Organization:

Email Address:

Signature: \_\_\_\_\_

Evaluation Ratings Definitions (CPARs definitions)		
Rating	Definition	Note
<b>Exceptional</b>	Performance meets contractual requirements and exceeds many to the Government's benefit. The contractual performance of the element or sub-element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor was highly effective.	To justify an Exceptional rating, identify multiple significant events and state how they were of benefit to the Government. A singular benefit, however, could be of such magnitude that it alone constitutes an Exceptional rating. Also, there should have been NO significant weaknesses identified.
<b>Very Good</b>	Performance meets contractual requirements and exceeds some to the Government's benefit. The contractual performance of the element or sub-element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor was effective.	To justify a Very Good rating, identify a significant event and state how it was a benefit to the Government. There should have been no significant weaknesses identified.
<b>Satisfactory</b>	Performance meets contractual requirements. The contractual performance of the element or sub-element contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory.	To justify a Satisfactory rating, there should have been only minor problems, or major problems the contractor recovered from without impact to the contract. There should have been NO significant weaknesses identified. Per DOD policy, a fundamental principle of assigning ratings is that contractors will not be assessed a rating lower than Satisfactory solely for not performing beyond the requirements of the contract.
<b>Marginal</b>	Performance does not meet some contractual requirements. The contractual performance of the element or sub-element being assessed reflects a serious problem for which the contractor has not yet identified corrective actions. The contractor's proposed actions appear only marginally effective or were not fully implemented.	To justify Marginal performance, identify a significant event in each category that the contractor had trouble overcoming and state how it impacted the Government. A Marginal rating should be supported by referencing the management tool that notified the contractor of the contractual deficiency (e.g., management, quality, safety, or environmental deficiency report or letter).
<b>Unsatisfactory</b>	Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element or sub-element contains a serious problem(s) for which the contractor's corrective actions appear or were ineffective.	To justify an Unsatisfactory rating, identify multiple significant events in each category that the contractor had trouble overcoming and state how it impacted the Government. A singular problem, however, could be of such serious magnitude that it alone constitutes an unsatisfactory rating. An Unsatisfactory rating should be supported by referencing the management tools used to notify the contractor of the contractual deficiencies (e.g., management, quality, safety, or environmental deficiency reports, or letters).